



Date Adopted: 06/19/2001

Date Revised: _____

Title: Senior Finance Technician

FLSA: Non-Exempt

General Purpose:

To perform a variety of responsible technical and specialized accounting duties in the preparation, maintenance and processing of accounting records and financial transactions.

Distinguishing Characteristics:

This is the advanced journey level class in the Finance Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series including payroll, and project accounting. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Finance Manager.

Exercise technical and functional supervision over less experienced accounting clerical personnel.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Prepare and maintain the payroll function; maintain records for employee deductions and prepare deductions; prepare reports and payments to various taxing and financial organizations; interpret and implement guidelines provided by other agencies related to payroll and deductions.

Prepare and maintain statements for private development accounts; review, audit, and verify allocated staff time; process refund claims; ensure fees and charges are complete prior to final inspection.

Assist in the preparation of the budget; prepare background data of past expenditures and compile data for projecting estimates; assist in the preparation of the Comprehensive Annual Financial Report.

Prepare and reconcile daily cash balances; maintain daily cash flow record.

Perform a variety of technical and clerical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable, business license, and purchasing functions.

Maintain the necessary accounting records to support processed transactions related to area of assignment; prepare documentation of transactions; prepare and make bank deposits.

Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record.

Analyze and reconcile a variety of journals, accounts, reports and records; prepare journal entries and general ledger reconciliation; perform month end and year-end closing of accounting records.

Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department upon completion of assigned process.

Prepare technical reports and documentation related to area of assignment; compile and prepare reports based on state and federal requirements.

Prepare and maintain computerized financial spreadsheets on a personal computer for ledgers, trusts and statistical records; prepare reports from spreadsheets summarizing information and financial records.

Classify receipts and expenditures and record them to the appropriate accounts, funds, trusts, etc.; reconcile ledgers and accounts.

Balance financial information system controls; balance and post cash receipts, payments and registers; and balance various other statistical and financial transactions with source documents and controls.

Provide technical support to the Finance Manager; research and compile technical information related to area of assignment.

Respond to questions and concerns from operating departments regarding area of assignment; correct problems in documents as necessary; explain processes and systems to city employees and vendors.

Compose correspondence related to area of assignment.

Provide technical and functional supervision over assigned accounting clerical personnel.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Minimum Qualifications:

Knowledge of:

Principles and procedures of accounting and finance, and their application to governmental financial transactions.

Principles and practices of payroll.

Principles and practices of project accounting.

Pertinent rules, laws and policy regarding accounting methods.

Modern office practices, methods, procedures and computer equipment.

Ability to:

Perform advanced journey level accounting clerical work related to payroll and project accounting.

Compose routine correspondence.

Research and compile technical and financial information.

Independently use a computer based accounting system.

Type accurately at a speed necessary for successful job performance.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Training and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by college level course work in business, accounting or a related field.

Experience: Four years of accounting clerical experience including payroll support similar to the Finance Technician II with the City of Dublin.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping

and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; remember personnel rules, legal and code requirements; explain and interpret codes, policies and procedures; and interact with City management, other governmental officials, contractors, vendors, employees and the public.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.